

SECTION 1. INTRODUCTION1.1 PURPOSE

The Marine Corps Automated Instructional Management System (MCAIMS) is a government-owned software application that facilitates the development and administration of instructional programs. The MCAIMS 32 User's Manual describes the MCAIMS functions and operations and provides instructions for its use. This document is the primary reference and resource for anyone needing information about MCAIMS.

1.2 SCOPE

The manual supports the daily operations and management of a formal school or training center. It supplements training for new users and furnishes information and techniques for advanced users. Because MCAIMS automates many of the requirements and processes of training and education mandated by the Systems Approach to Training (SAT), you may find it helpful to consult the SAT Guide for additional information.

1.3 USER'S MANUAL ORGANIZATION

The MCAIMS User's Manual is arranged in sections covering system setup requirements and support (Section 2); system interface (Section 3); system use (Section 4); and detailed instructions to perform the tasks associated with each of the following major functions:

- System Administration (Section 5)
- Curriculum Management (Section 6)
- Evaluation Management (Section 7)
- Student Management (Section 8)

Screen facsimiles from the actual system will enhance the reader's understanding of the associated explanation.

The manual includes the following appendices: Terms, Abbreviations, and Definitions (Appendix A), MCAIMS Data Dictionary (Appendix B), Scanner Instructions (Appendix C), Tables of MCAIMS to TRMS Interfaces (Appendix D), Marine Corps Interfaces (Appendix E), Using Student Data Export Files with Microsoft Access (Appendix F), and Circumstances for GPA and Class Stating Computation (Appendix G).

1.4 CONVENTIONS USED IN THIS MANUAL

Below are explanations for common symbols.

- | | |
|-----|--|
| [] | Indicates a key on the keyboard. For example, press [Enter] means to press the [Enter] key on the keyboard. Your key may be labeled [Return] instead of [Enter]. |
| " " | Indicates text to be entered. Type whatever is between the quotation marks; do not type the quotation marks themselves. |
| < > | Indicates a message that MCAIMS displays in a window. The message may be a question or an error message, e.g., <MCAIMS is already running>. |

Bold Text Indicates a command button in a MCAIMS window.

1.5 REFERENCES

The following references were used in preparing this document. Be sure to refer to the most current version.

By Name Assignment Users Manual (UM-BNA), Ver 3.0. 1 August 2001. U.S. Marine Corps, PCN 187 200000 00.

1500 C 46IT, Systems Approach to Training Guide. 19 October 1993. U.S. Marine Corps.

IRM-5230-02, Project Deliverable Style Manual (PDSM). 13 July 1987. U.S. Marine Corps, PCN 186 523002 00.

IRM-5231-07A, User's Manual. 23 October 1990. U.S. Marine Corps, PCN 186 523107 00.

IRM-5271-04A, Technical Publication Format. 1 March 1993. U.S. Marine Corps, PCN 186 527104 00.

MCO 1510.34A, Individual Training Standards System. 10 June 1992. U.S. Marine Corps, PCN 102 01657 00.

MCO 1553.1B, The Marine Corps Training and Education System. 24 May 1991. U.S. Marine Corps, PCN 102 019185 00.

MCO 1553.2, Management for Marine Corps Formal Schools and Training Centers. 19 June 1991. U.S. Marine Corps, PCN 102 019186 00.

MCO 1553.3, Marine Corps Unit Training Management (TM). 11 June 1991. U.S. Marine Corps, PCN 102 019187 00.

MCO 1553.5, Marine Corps Training and Education Evaluation. 30 October 1992. U.S. Marine Corps, PCN 102 019189 00.

MCO 1553.7, Using the By Name Assignment System, 17 May 1993. U.S. Marine Corps, PCN 102 019191 00.

MCO P5215.1H, USMC Directives System. 13 September 2000. U.S. Marine Corps, PCN 102 075700 00.

MCO P5215.17C, The Marine Corps Technical Publications System, 20 June 1996. U.S. Marine Corps, PCN 102 075902 00.

SECTION 2. SYSTEM SETUP AND SUPPORT

This section specifies the minimum hardware and operating system requirements for installing MCAIMS 32. This section also explains the requirement to use this system, summarizes the approach taken in developing MCAIMS and its relationship to the Marine Corps standards for training, and describes system support from three important sources.

2.1 HARDWARE REQUIREMENTS

MCAIMS 32 requires the use of an IBM-compatible computer having a Pentium processor operating at a minimum of 200 megahertz (MHz) and a minimum of 64 megabytes (MB) of RAM. A full installation of MCAIMS requires 10.2 MB of hard disk space for the system files. A compact installation requires 6.8 MB of hard disk space. MCAIMS also requires sufficient additional hard disk space to allow for the creation/growth of data files associated with the use of MCAIMS, i.e., Course Descriptive Data (CDD), Programs of Instruction (POIs), learning objectives, tasks, etc. The MCAIMS space requirements are in addition to the requirements for other applications on your PC, such as Microsoft productivity applications.

2.2 SOFTWARE REQUIREMENTS

MCAIMS 32 has been developed and tested for use only on *Windows 2000*. The installation of MCAIMS 32 on other operating systems may yield less than desirable results. The only solution for optimal results on each PC is to upgrade the user's operating system to *Windows 2000*.

2.3 USAGE REQUIREMENT

CG, MCCDC mandates the use of MCAIMS for the production of Course Descriptive Data (CDD) and Programs of Instruction (POI). In order to comply with this requirement, you must use the Curriculum Management and System Administration functions of the current version of MCAIMS for Windows. Use of other functions available in MCAIMS 32 remains optional.

2.4 RELATIONSHIP TO THE SYSTEMS APPROACH TO TRAINING (SAT)

Marine Corps Order 1553.2 establishes the Systems Approach to Training (SAT) as the methodology to use in developing and managing instruction and MCAIMS as the tool to facilitate it. MCAIMS provides automated support of key SAT functions:

- Maintaining a link between each task and its supporting terminal learning objective, enabling learning objectives, and test items.
- Developing and scoring written and performance tests.
- Monitoring student performance.

MCAIMS also supports training management requirements of MCO 1553.2 and the current policy on using MCAIMS to the fullest extent possible, particularly in generating the Course Descriptive Data (CDD) and Program of Instruction (POI). The key features for producing course schedules and managing school resources are within the range of capabilities of MCAIMS. As further requirements are identified and analyzed, enhancements will be made to the system that will strengthen the relationship between mcaims and SAT.

2.5 CHARACTERISTICS OF MCAIMS

MCAIMS 32 is structured to walk you through the SAT process in a logical progression. In general, the system uses a left-to-right, top-to-bottom approach. This functional hierarchy is based on the development of the curriculum as the cornerstone of future management processes. However, this hierarchy is not rigid, and you can sometimes build pieces of the training plan concurrently. This MCAIMS version has several important features:

- Synchronization with SAT
- User-Developed Requirements
- System-Wide Security/Access Control
- Shared Data
- Multiple School Support with Data Integrity/Security
- Use of Either Client Server or Stand-Alone Configuration
- Integration with Class 1 Systems - By Name Assignment (BNA) and Marine Integrated Personnel System (MIPS)
- Text Spell-Checking
- Cut and Past
- Data Exporting, Archival, Retrieval, and Backup

2.6 DESCRIPTION OF COURSE STATUSES

Courses will be one of three statuses, explained below: Working, Locally Approved, or Submitted.

2.6.1 Working

The Working status is used for initial course development and the drafting of subsequent modifications. Working courses can be edited freely within the boundaries of the user's access rights. When you first establish a course record, it is assigned a Working status.

2.6.2 Locally Approved

When a course is fully developed and ready for instruction, it is copied to the Locally Approved status. The Locally Approved course represents the curriculum currently being taught at the school/training center. A Locally Approved course is required to create class records, student records, tests, and schedules. Only certain data may be edited directly in a Locally Approved course, although all data may be updated indirectly by copying from the Working course through menu options.

2.6.3 Submitted

When the school/training center is ready to submit a CDD or POI for approval, the Locally Approved course is copied to the Submitted status. This Submitted course serves as the basis for the creation of CDD and POI export files for submission to MCCDC. The Submitted course will remain unchanged during the approval process even though the Working and Locally Approved courses may change during the day-to-day operations of the school. There is no edit capability in this status.

2.7 SYSTEM SUPPORT

Review the technical information presented in this section to ensure that you understand the hardware and software installation requirements. Consult your site's MCAIMS Primary System Administrator, Information Systems Coordinator (ISC), Network Administrator (Distance Learning Center), or local Information Systems Management Officer (ISMO) if system requirements are in question.

Several sources of information are available when you need help in using the MCAIMS software. Your primary self-help resource is this manual. In addition to this manual, a Computer-Based Training (CBT) tutorial is available. The CBT tutorial provides step-by-step explanations of the Curriculum function. Understanding how to navigate through Curriculum will assist you in the use of other MCAIMS functions.

Since MCAIMS has been operational at Marine Corps formal schools since 1987, Standard Operating Procedures (SOPs), turnover files, and experienced users (or other MCAIMS points of contact) will provide background information or assistance.

2.7.1 Technical Support

Technical support is available from MCAIMS Technical Support Representatives. There are representatives located at Camp Lejeune, Camp Pendleton, and Quantico. As a last resort, you may contact the MCAIMS Functional Manager located at Quantico to discuss concerns not covered elsewhere.

MCAIMS users are encouraged to contact the MCAIMS Technical Support Team for technical assistance. In most cases, these experienced technicians will be your first source for MCAIMS software questions. You should contact the representative closest to your location. The team members and their phone numbers (current as of 01 September 03) are as follows:

- Mr. Bob Owen, Quantico, Virginia, DSN 278-3025 or (703)784-3025; email: owenrw@tecom.usmc.mil
- Ms. Edith Johnson, Quantico, Virginia, DSN 278-3025 or (703)784-3025; email: johnsone@tecom.usmc.mil
- Mr. Carl Wilson, Camp LeJeune, North Carolina, DSN 750-0048 or (910)450-0048; email: wilsoncb@lejeune.usmc.mil
- Mr. Bob Gillespie, Camp Pendleton, California, DSN 365-9095 or (760)725-9095; email: gillespierm@pendleton.usmc.mil

If you ever receive an error when running any of the MCAIMS modules, a file named Error.log will be written to the root directory of MCAIMS. To access this information, double-click on the Error.log. When it opens, click on File; then click on Print. Contact your MCAIMS support representative and relay the information in the Error.log.

2.7.2 Programming Support

Programming of MCAIMS 32 Version 4.0 is provided by Computer Sciences Corporation (CSC). The CSC programmer converted the system from a 16-bit

to a 32-bit application in order to improve operational performance, stability, and database connectivity and to provide compliance with Navy-Marine Corps Intranet (NMCI) requirements. All questions concerning MCAIMS programming support should be channeled through your MCAIMS Technical Support Representative.

2.7.3 Ground Training Branch Support

The Training Management and Evaluation Section of Ground Training Branch is responsible for developing and maintaining MCAIMS. They are interested in your feedback and will consider your suggestions in evaluating and updating the system.

Report errors or make suggestions by contacting Mr. William Sanderson, the MCAIMS Functional Manager, Ground Training Branch in writing or by e-mail: sandersonwa@tecom.usmc.mil. In addition, you may contact him directly at DSN 278-3028 or (703)784-3028 to field your questions concerning the functions or to request on-site training.

SECTION 3. SYSTEM INTERFACE

This section specifies the network and stand-alone environments, the three-tiered access levels, and the responsibilities of the System Administrator. This section also stipulates precautions for manipulating the MCAIMS databases and specifies installation procedures of the software application program.

HINT: Before installing MCAIMS, ensure that you have a default printer installed on your PC. If MCAIMS does not detect a printer upon initial installation, you receive a message: "MCAIMS has not detected the presence of a default printer. Unless you install a printer under Windows, MCAIMS reports cannot be generated." The system will abort if you attempt to print a report before installing a printer. Simply install a printer and MCAIMS will work correctly.

3.1 CLIENT SERVER VS. STAND-ALONE INSTALLATION

MCAIMS can function as either a multi-user application installed on a user-designated drive of a network server or as a stand-alone system installed on the hard drive of a single PC. If you have a need for multiple users to access and share common MCAIMS data simultaneously, please refer to Paragraph 3.1.1 for additional information.

3.1.1 Network Environment

MCAIMS is designed for optimum benefits when installed on a network such as the Microsoft series of network solutions (Enterprise, Local Area, and Peer to Peer). Installation of MCAIMS on a network ensures sufficient hard disk space, allows operation as a multi-user system, and facilitates shared use of limited resources such as printers. In addition to the use of specific networks, users may configure MCAIMS to run in a Microsoft peer-to-peer network environment if they are using *Windows 2000* workstations.

Occasionally, users may experience less than desired performance when MCAIMS is installed on a network server. Such performance degradation is beyond the control of the MCAIMS application. Conditions affecting MCAIMS performance include the number of network users logged on at any given time, the network software configuration, or the network's physical limitations. To enhance MCAIMS performance, the local Information Systems Coordinator (ISC), the Information Systems Management Officer (ISMO), or the MCAIMS Primary System Administrator may want to choose from one of the following alternative installations:

Option 1 - Place the MCAIMS executable and associated files on the individual user's PC, but leave the data on the network server. To accomplish this action, the following steps must be taken:

1. Create a unique directory on the PC of each MCAIMS user; the name for the directory is not mandated, but should be the same on each user's PC. Under that directory create two subdirectories, one named TEMP and the other named BACKUPS.
2. Copy all of the files from the root directory of the network installation of MCAIMS to the unique directory created on the individual user's PC. It is not necessary to copy any of the subdirectories from the network server. As an example, if MCAIMS has been installed to Drive S and the default directory name of MCWIN was selected during installation, then you would need to copy all of the files in the root directory of S:\MCWIN\.

2. Edit the statements in the main section of the MCAIMS.INI file in the unique directory on the individual user's PC to indicate the correct network or PC path for the location of the MCAIMS files. In the example provided below, the MCAIMS executable files and TEMP subdirectory reside on the user's PC in C:\MCWIN\ while the actual MCAIMS data files are located on the network server in S:\MCWIN\.
- Drive D:\ represents the user's CD-ROM drive.

```
[MAIN]
DEFAULT PATH=S:\MCWIN\
TEMP PATH=C:\MCWIN\TEMP\
EMBLEM=ON
DP PATH=S:\MCWIN\DP\
EXE PATH=C:\MCWIN\
CD PATH=D:\HELP\MCAIMS\
```

Option 2 - Establish a Microsoft peer-to-peer network. Place the MCAIMS executables and associated files on the individual users' PCs. Select one user's PC to act as the repository for the MCAIMS data. To accomplish this action, the following steps must be taken:

1. For all MCAIMS users' PCs, except the one where the data repository will reside, create a unique directory on the PC of each MCAIMS user. The name for the directory is not mandated, but should be the same on each user's PC. Under that directory create two subdirectories, one named TEMP and the other named BACKUPS.
 2. For all MCAIMS users' PCs, except the one where the data repository will reside, copy all of the files from the root directory of the network installation of MCAIMS to the unique directory created on the individual users' PCs. It is not necessary to copy any of the subdirectories from the network server. As an example, if MCAIMS has been installed to Drive S and the default directory name of MCWIN was selected during installation, then you would need to copy all of the files in the root directory of S:\MCWIN\.
 3. For all MCAIMS users' PCs, except the one where the data repository will reside, edit the statements in the main section of the MCAIMS.INI file in the unique directory on the individual users' PCs to indicate the correct drive or PC path for the location of the MCAIMS files. Your ISC, ISMO, or Primary System Administrator should assist all MCAIMS users in mapping a peer-to-peer network drive for the location of the data repository. In the example provided below, the MCAIMS executable files and TEMP subdirectory reside on the users' PCs in C:\MCWIN\ while the actual MCAIMS data files are located on another MCAIMS user's PC that has been mapped and appears in Explorer as G:\MCWIN\.
- Drive D:\ represents the user's CD-ROM drive.

```
[MAIN]
DEFAULT PATH=G:\MCWIN\
TEMP PATH=C:\MCWIN\TEMP\
EMBLEM=ON
DP PATH=G:\MCWIN\DP\
EXE PATH=C:\MCWIN\
CD PATH=D:\HELP\MCAIMS\
```

4. For the user whose PC has been designated as the data repository, install MCAIMS directly on this user's PC or copy the entire MCAIMS installation from the network server, to include all subdirectories. As an example, if MCAIMS has been installed to

Drive S on the network server and the default directory name of MCWIN was selected during installation, then you would need to copy the entire directory named S:\MCWIN\ to include all subdirectories.

5. For the user whose PC has been designated as the data repository, edit the MCAIMS.INI file in the MCAIMS directory that was copied from the network server. In the example provided below, the MCAIMS executable files and all subdirectories containing data reside on the single user's PC in C:\MCWIN\. Drive D:\ represents the user's CD-ROM drive.

```
[MAIN]
DEFAULT PATH=C:\MCWIN\
TEMP PATH=C:\MCWIN\TEMP\
EMBLEM=ON
DP PATH=C:\MCWIN\DP\
EXE PATH=C:\MCWIN\
CD PATH=D:\HELP\MCAIMS\
```

For both Options 1 and 2 above, edit the properties on all MCAIMS users' PCs for the icon used to invoke MCAIMS. Change the directory to the unique directory created on the individual user's PC.

WARNING: If you incorporate the preceding alternative installation of MCAIMS, you must remember to re-copy the files from the root directory of the network installation of MCAIMS to the unique directory created on the individual users' PCs each and every time an update to MCAIMS is released.

If you need assistance in establishing a Microsoft peer-to-peer network or experience problems accessing MCAIMS in any network environment, contact your local Network Administrator. Address hardware compatibility issues or requests for assistance in establishing a peer-to-peer network to your local ISC or ISMO. If that person is unavailable, contact your local MCAIMS Primary System Administrator. You may also contact your MCAIMS Technical Support Representative for assistance in sharing a common MCAIMS database in a peer-to-peer network.

3.1.2 Stand-alone Environment

MCAIMS can be installed on an individual user's PC. Although this is not the preferred environment, it may be necessary due to the absence of a network or because there is only a single person using MCAIMS at a given site. If there are or can be multiple users and no network exists, it is recommended that MCAIMS be installed in a peer-to-peer environment shared by multiple users rather than on a single PC. Refer to the previous paragraph for additional information on running MCAIMS in a peer-to-peer network.

When MCAIMS is installed as a stand-alone system, a user of that system must assume the responsibilities of Primary System Administrator with regard to performing system maintenance actions as available through the System Administration option on the MCAIMS Utilities menu, e.g., pack/index databases, archive/restore class information. The Primary System Administrator of a stand-alone MCAIMS installation must make direct liaison with the local ISC for hardware support.

3.2 THREE-TIERED SECURITY ACCESS

Although MCAIMS does not process classified data, MCAIMS contains personal information concerning students and instructors, as well as private course development and testing data. Do not make this information accessible to unauthorized personnel. The potential for compromise increases when MCAIMS is installed in a network environment. Therefore, security measures have been incorporated into the MCAIMS application that work in tandem with network security procedures to help protect the integrity of all MCAIMS data.

When MCAIMS is installed, an internal password control is used in addition to the access rights established for the network. User access and password control are functions coordinated between the local MCAIMS Primary System Administrator and the Network Administrator.

The User ID for the Primary System Administrator will always be ADMIN. During initial installation, the Primary System Administrator is assigned the password "PASSWORD." The Primary System Administrator will immediately change this password after installation (Paragraph 3.3). It is critical to safeguard your new password and to enter your password correctly or the system will not allow you access. In addition to entry into MCAIMS, the Primary System Administrator can also limit other users' access to specific courses, specific functions, and specific menu bar options. To summarize, access is limited in this three-tiered process as follows:

- Entry into MCAIMS
- Access to specific courses
- Access to specific functions and menu bar options (Refer to Paragraph 5.3.6)

WARNING: For continued system security and integrity, the Primary System Administrator should change his or her assigned password immediately after installation. Subsequent upgrades will not override this password. Failure to change the installation password may result in unauthorized access to private information.

3.3 INITIAL SYSTEM ACCESS BY PRIMARY SYSTEM ADMINISTRATOR

This paragraph explains how to change your password.

1. Click on the MCAIMS icon on your desktop or the MCAIMS option under the Start menu in *Windows 2000*. A message box displays the check for database integrity (Figure 3-01).

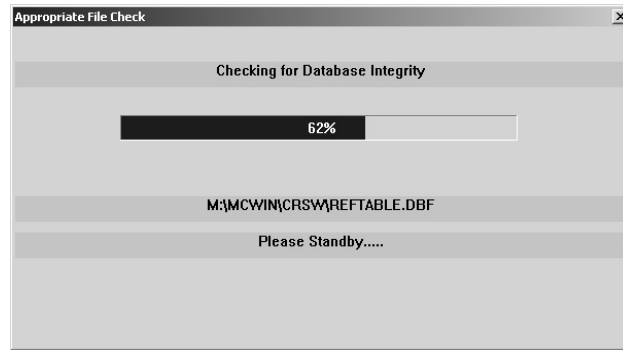


Figure 3-01. Database Integrity Check

WARNING: If any files are missing, the application will not open and MCAIMS generates a report of the missing files. Contact your MCAIMS Technical Support Representative for guidance before taking any corrective action. You may be directed to restore the missing files (refer to Paragraph 5.3.4) or to re-install MCAIMS.

If all of the required database files exist, the MCAIMS Security dialog box (Figure 3-02) opens. Note that clicking on the CSC logo button opens a contact list of the MCAIMS technical support personnel.

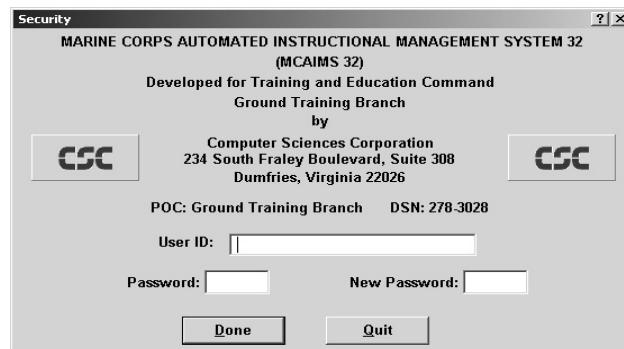


Figure 3-02. Security

2. Enter the User ID "ADMIN" and Password "PASSWORD" in the appropriate fields.
3. Immediately enter a new password in the New Password field (up to nine alphanumeric characters).
4. Click on **Done**. The MCAIMS main menu window (Figure 3-03) opens. When you choose any module, the MCAIMS main menu window closes. From any module, you may return to the main menu by choosing the Main Menu button on the icon bar of that module.

Note that the toolbox icon represents the System Administration module; the book icon represents the Curriculum Management module; the magnifying glass icon represents the Evaluation Management module; and the graduation cap icon represents the Student Management module.



Figure 3-03. MCAIMS Main Menu Window

3.4 MCAIMS PRIMARY SYSTEM ADMINISTRATOR

The MCAIMS Primary System Administrator is appointed by the school and is located on site. The MCAIMS Primary System Administrator should be chosen carefully and is not necessarily the same person as the Network Administrator. The MCAIMS Primary System Administrator has a distinctly different role as described below:

- Automatically controls access to every single function within MCAIMS. The Primary System Administrator may designate other individuals as routine users or as course administrators who will hold limited access to system administration functions within MCAIMS. The Primary System Administrator should also designate an Alternate System Administrator as a backup to perform tasks only the Primary System Administrator can perform. This individual will have a separate and individual password.
- Assigns users unique user IDs and passwords for entry into MCAIMS and access to specific courses, functions, and menu options.
- Designates individuals as course administrators with the ability to add a new course and edit, copy, and delete only the course(s) to which they have been granted access.
- Distributes information concerning level of access to the designated users.
- Installs MCAIMS on individual PCs for those users not having access to a network.
- Serves as the first level of assistance/maintenance for those users reporting problems suspected to be related to hardware or the MCAIMS application software. This includes serving as a liaison between the local ISC supporting hardware setup and configuration and individual MCAIMS users.
- Creates course and class records.
- Performs system maintenance actions such as packing/indexing databases and archiving/restoring class information.

- Serves as the point-of-contact for distribution of MCAIMS materials, to include system updates/revisions, help files, and computer-based training.
- Coordinates any attempts to correct data within an actual MCAIMS.DBF files (Paragraph 3.5).

When MCAIMS is installed on a network, the following additional functions are accomplished and coordinated by the MCAIMS Primary System Administrator:

- Assists the Network Administrator in the installation of MCAIMS.
- Coordinates with the Network Administrator to ensure access to MCAIMS is restricted to those users having valid requirements and that authorized users have both read-and-write access.
- Serves as the first level of assistance/maintenance for those users reporting problems suspected to be related to the network. This includes serving as a liaison between the Network Administrator and individual MCAIMS users.

Note that you should appoint an Alternate System Administrator in case you are unavailable to perform tasks only the Primary System Administrator can perform (e.g., assign new users or course administrators). This individual will have a separate and individual password.

Section 5, System Administration, presents guidance in using MCAIMS to perform the MCAIMS Primary System Administrator's duties.

3.5 DATABASE MANIPULATION

MCAIMS uses over 100 databases that are in Clipper .DBF format and indices that are in .CDX Foxpro format. These files are not compatible for use with commercial applications other than Clipper, including Lotus Approach or Microsoft Access used by the Marine Corps. Users are cautioned that opening and saving any MCAIMS database without correctly identifying the correct type of .DBF file (Clipper) will corrupt the data and prevent its subsequent use in MCAIMS. To protect the integrity of testing-related information and user access rights, certain data within specific MCAIMS databases is encrypted and may not be viewed or edited with any commercial database application.

WARNING: It is strongly advised that databases in the actual MCAIMS installation not be viewed or edited with any commercial application. If there is a local requirement to access data stored in any MCAIMS database, the user should copy the required database to another location on his/her PC and manipulate the copied database versus the database actually used by MCAIMS. NEVER open, edit, change the structure of, modify an index for, or manipulate a copy of a database and then return that copy to the actual MCAIMS installation. Recovery from the corruption of actual MCAIMS databases caused by failure to follow this advisory is technically the sole responsibility of the user. However, minimal assistance may be available, on a case-by-case basis, through the MCAIMS technical support representative supporting the user.

3.6 SYSTEM INSTALLATION

Installation of the most current version of MCAIMS is required for several reasons: to benefit from the system enhancements/corrections recently

incorporated, to retain compatibility with the By Name Assignment (BNA) system, and to meet connectivity requirements of NMCI. Ensure that your hardware and software meet the minimum requirements identified in Paragraphs 2.1 and 2.2 before attempting installation.

The installation process is handled through the use of a commercial installation package and requires very little interaction on the user's part. During this process, obsolete files from any existing previous versions are deleted, and directories are created/deleted as appropriate. If MCAIMS is installed over a previous version, all database modifications will occur without user manipulation or loss of integrity.

MCAIMS may be distributed in two ways: as a single installation file available via the network or the Ground Training Branch Web page on the Internet or on a compact disc (CD). A CD is distributed on a case-by-case basis by your MCAIMS Technical Support Representative when you have no access to a network or the Internet. Depending on the format received (single file or CD), use the appropriate set of instructions that follow.

CAUTION: If you are installing an updated version of MCAIMS, be sure that you carefully follow the instructions in Paragraph 3.6.2 (Updating a Previous Version) before attempting the installation.

HINT: Remember to obtain the current password needed to execute this version of MCAIMS BEFORE you attempt to install it. Note that your MCAIMS Technical Support Representative will ask you a few questions (name, organization) to track usage of the software.

3.6.1 Initial Installation

Note that messages and release notes are provided with each file for installing MCAIMS. It is critical that you carefully read the messages and that you print and read the release notes. The messages and release notes provide IMPORTANT installation instructions pertaining to each release.

3.6.1.1 Single File

A single executable file may be downloaded from the Ground Training Branch (GTB) Web site (<http://www.tecom.usmc.mil/gtb/TME/MCAIMS/Index.htm>). In some organizations, users may copy the executable from the network.

1. From within *Windows Explorer*, double-click on the file name of the executable file.
2. During execution, you will be prompted for a password. Obtain the password from your MCAIMS Technical Support Representative before attempting installation. Note that capitalization is VERY important.

3.6.1.2 CD

Your MCAIMS Technical Support Representative can provide you with a CD if you do not have access to a network or the Internet. When MCAIMS is distributed on a CD, the installation program automatically runs when the CD is placed in the appropriate drive. The installation process will prompt you to input a password, obtained from your MCAIMS Technical Support Representative.

3.6.2 Updating a Previous Version

If you have previously installed MCAIMS 2000, review the release notes available on the Web site or the message accompanying the CD. Either the

release notes or the message will identify the version of MCAIMS that must currently be installed before the new release may be used. To verify the version of MCAIMS that is currently installed, start MCAIMS and click on the button with a question mark. The release number will be visible in the window that will appear. If you are not using the correct release, do not install MCAIMS (i.e., contact your MCAIMS Technical Support Representative before proceeding).

If you have archived course information that you will need to retrieve in the future, you normally must retrieve that data before installing the current release. Review the release notes obtained from the Web site or the message carefully. If you are required to retrieve previously archived data and do not comply, you may not be able to use the archived files with the new release.

Note that messages and release notes are provided with each file or CD for installing MCAIMS. It is critical that you carefully read the messages and that you print and read the release notes. The messages and release notes provide IMPORTANT installation instructions as well as information concerning changes, new features, and corrections incorporated into the new release.

After you have confirmed that you are using the correct version of MCAIMS, please take the following steps:

1. Have the System Administrator pack and index the databases.
2. Close all open applications.
3. If you will be installing MCAIMS onto a network server, you must be logged into that server and have both read-and-write authority for the appropriate drive.
4. If you will be installing MCAIMS onto a peer-to-peer network, ensure that the PC where the databases reside is turned on and that the shared drive is accessible.
5. If you will be installing MCAIMS onto a network server or in a peer-to-peer network, ensure all users have exited MCAIMS beforehand.
6. Continue the installation by following the steps presented in the applicable previous paragraph under Initial Installation (Paragraph 3.6.1.1 or 3.6.1.2).

If you have created a unique directory on the individual users' PCs (the alternative installation of MCAIMS described in Paragraph 3.1.1), remember to re-copy the files from the root directory of the network installation of MCAIMS to the unique directory created on each user's PC. Perform this step each and every time an update to MCAIMS is released.

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SECTION 4. SYSTEM USE

The following paragraphs discuss access to the Marine Corps Automated Instructional Management System (MCAIMS), various attributes of the system to include common features appearing in it, and descriptions of the MCAIMS main window. From this window, you will make selections that trigger specific functions of MCAIMS.

4.1 ACCESS TO MCAIMS

To access the system, you must do the following:

1. Obtain a user ID and password from the MCAIMS Primary System Administrator.
2. Click on the MCAIMS icon on your desktop, established when you installed the application. A message box displays the check for database integrity.

WARNING: If any files are missing, the application will not open and MCAIMS generates a report of the missing files. Contact your MCAIMS Technical Support Representative for guidance before taking any corrective action. You may be directed to restore the missing files (refer to Paragraph 5.3.4) or to re-install MCAIMS.

If all of the required database files exist, the MCAIMS Security dialog box (4-01) opens. Note that clicking on the CSC logo button opens a contact list of the MCAIMS technical support personnel.

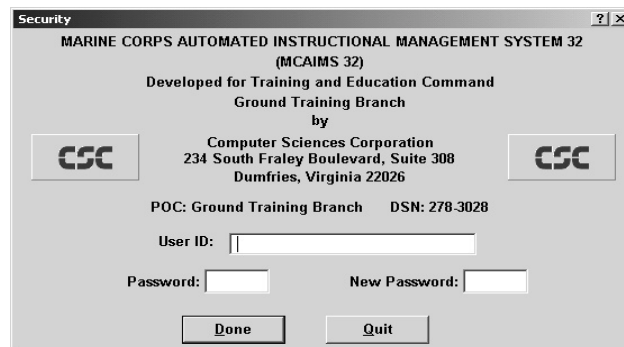


Figure 4-01. Security

3. Enter your user ID and password in the appropriate fields of the dialog box.
4. Click on **Done**. The MCAIMS main window (Figure 4-02) opens with icons representing each module. When you choose any module, the MCAIMS main menu window closes. From any module, you may return to the main menu by choosing the Main Menu button on the icon bar of that module.

HINT: Note that the toolbox icon represents the System Administration module; the book icon represents the Curriculum Management module; the magnifying glass icon represents the Evaluation Management module; and the graduation cap icon represents the Student Management module.



Figure 4-02. MCAIMS Main Window with Flags Forever Background

4.2 COMMON AND SYSTEM-SPECIFIC FEATURES APPEARING IN MCAIMS

MCAIMS is a complex, integrated system of databases and functions, equipped with checks and balances. This means less data entry and more efficient use of resources. That is, whenever possible, the entry you make in one function is already available when you progress to the next function. If you modify something in one place, it is modified in every place that it is used.

MCAIMS is also a windows-based application, with many user-friendly features such as mouse support and icons. The following paragraphs briefly explain the generic and specific features appearing in this system.

4.2.1 Mouse

Although you can still use the keyboard for certain purposes in the Windows environment, using the mouse is usually much easier and faster. In many cases, you do not have to input data but need only make selections with the mouse from data displayed in a window.

If your mouse has more than one button, use the left button as the default button. In special circumstances (e.g., Paragraphs 4.2.13 and 4.2.14), you will be advised to use the right button. The terms in Table 4-01 refer to basic mouse techniques used in MCAIMS as well as in most Windows environments.

Table 4-01. Mouse Techniques

TERM	MEANING
Click	To quickly press and release the mouse button. Most icons, menu options, and buttons in MCAIMS are activated with a single click.
Double-Click	To click the mouse button twice in rapid succession. In MCAIMS, use this technique with the multiple select feature (described in Paragraph 4.2.13).
Highlight	Within a text box, hold the left mouse button down and slide the cursor over all the text you wish to be affected by your next action. Within a selection list box, just click on the desired item.

TERM	MEANING
Select	To mark or highlight an item in order to carry out an action using a command button. You select an item in a selection list box by clicking it once with the mouse. Selecting alone does not start the desired action (e.g., select an annex, task, learning objective, or concept card before clicking on a command button such as Edit). You select a word in a dialog or text box by double-clicking it in order to carry out an action using your keyboard or the right mouse button (e.g., [Delete]).
Choose	To mark an item and simultaneously carry out an action. You choose an item by clicking it once with the mouse (e.g., choosing a menu option opens a dialog or selection list box for that option).

4.2.2 Window

The window on your computer screen where you do your work initially opens with a File menu item or row of icons displayed (Figure 4-02). When you select what you want to do, another window containing other menu items or perhaps a dialog box or a selection list box opens. When attention is focused on a specific window, the title bar of the window is highlighted and the window is active.

Once you access MCAIMS, the first window you encounter is the MCAIMS main window (Figures 4-02, 4-05, or 4-06 depending on the background you select). This is the primary window within MCAIMS from which to access all functions of the application using the menu or icon bar. The following bars are a common feature of each window in MCAIMS:

- **Title Bar.** The top bar identifies the window. The title bar is dynamic and, therefore, changes when you access another window. This enables you to identify where you are in the system. When you first enter the system, the title bar reads *MCAIMS 32 Version 4.0*. When you access a menu option, this bar changes to the name of the selected option (e.g., Curriculum Management). It may also provide additional information (e.g., name and status of the course with which you are working).
- **Menu Bar.** The second bar lists menu items. The menu bar is dynamic because it presents different menu options depending on the function under which you are working. The MCAIMS main window (described below) has only one drop-down list of menu options (File). The menu options for specific functions are described below (Paragraph 4.2.2.1) and presented in detail in the appropriate section of this manual.
- **Icon Bar.** The third bar displays icons for the six function selections, described in detail in Paragraph 4.2.2.2. This bar is available from any function in the system and is dynamic. Clicking on any icon on the bar quickly accesses the corresponding function (i.e., Exit, System, Curriculum, Evaluation, Students, Help).
- **Status Bar.** The bottom bar displays what action is impending. When only a function window is open, this bar identifies the system name, Num, Cap, Insert, Date, and Time. When an icon or a menu item is selected, the status bar identifies the option or function selected.

When a dialog or selection list box is open, this bar identifies the command button selected.

Note that in the MCAIMS main window, there are two ways to access the various functions and options (explained below):

- Click on the appropriate function from the drop-down list of menu options under File on the menu bar. Refer to Paragraph 4.2.2.1.
- Click on the appropriate icon for the desired function on the icon bar. Refer to Paragraph 4.2.2.2.

You may use the method you find most convenient for you.

4.2.2.1 Menu Bar

From the MCAIMS main menu, the menu bar displays only one choice: File. Clicking on File accesses nine options on the drop-down menu (Figure 4-03), including the four MCAIMS-specific functions.

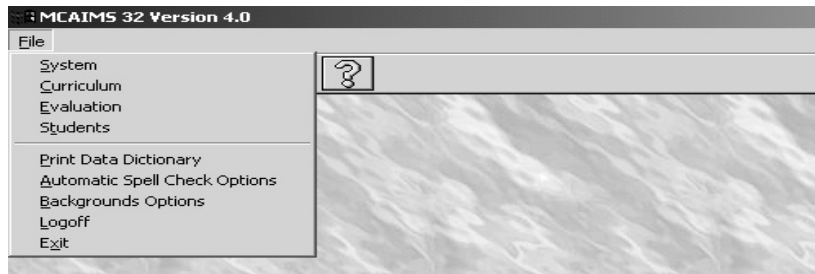


Figure 4-03. Drop-down List of Menu Options

- System. This menu option allows a system administrator to create a new course and class records and provides the utilities for managing MCAIMS. Section 5 of this document discusses System Administration in detail.
- Curriculum. This menu option is used for the development and maintenance of a course. Options include maintenance of annexes, duties, tasks, learning objectives, concept cards, signature blocks, course statistics, course descriptive data, and programs of instruction. A user can also generate reports from related information in the databases. Section 6 of this document discusses Curriculum Management in detail.
- Evaluation. This menu option is used to manage test items, tests, student scores, and student grade point averages for an Approved course and class. A user can generate reports from related information in the databases. Section 7 of this document discusses Evaluation Management in detail.
- Students. This menu option is used to manage personnel information related to an Approved course and class. A user may also generate reports from related information in the databases. Section 8 of this document discusses Student Management in detail.
- Print Data Dictionary. This menu option is used by the MCAIMS Technical Support Representative on a case-by-case basis in helping

resolve database-related problems. Only representatives with a need to know are provided with the password.

- **Automatic Spell Check Options.** This menu option allows you to turn on or off the Automatic Spell Check feature that is invoked in places where you enter or edit data. In the Automatic Spell Check Options dialog box (Figure 4-04), choose the desired radio button and click on **Set** to invoke your choice.

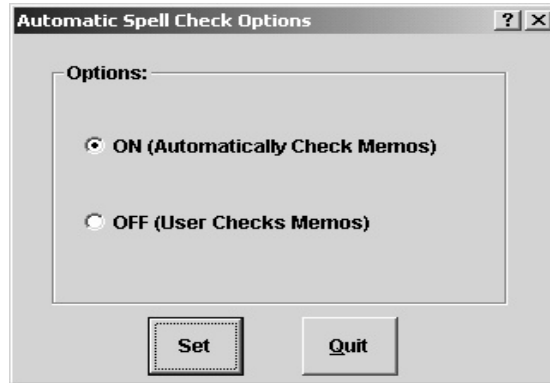


Figure 4-04. Automatic Spell Check Options

The Spell Check feature exists in the System Administration, Curriculum, and Evaluation modules in places such as a reference table, task steps, course record memo fields (location, purpose, scope, etc.), test items. Note that when the Automatic feature is selected, the **Spell Check** button will not be enabled in a memo field. When you click **Save** in those places, the system displays any misspelled words for you to correct or add to the dictionary. When the Automatic feature is off, the **Spell Check** button is enabled. You must select the **Spell Check** button if you want to check the spelling. If you select **Save**, the feature is not invoked.

- **Background Options.** This menu option allows you to choose the default Flags Forever background depicted in Figure 4-02, the Power background (Figure 4-05), or the more subdued Standard background depicted in Figure 4-06 below.



Figure 4-05. Power Background



Figure 4-06. Standard Background

When you choose this option, the Background Options dialog box (Figure 4-07) opens. Choose the desired radio button and click on Set to invoke your choice.



Figure 4-07. Background Options

- Logoff. This menu option logs off the current user and allows this user or another one to log into MCAIMS without closing down the system. Selecting this option brings up the MCAIMS Security dialog box (Figure 4-01). Note that one user may have separate User IDs for different courses if different levels of access are necessary for each course (refer to Paragraph 5.3.6.4).
- Exit. This menu option logs off the current user and closes down the system.

HINT: From the System Administration or Student Management window, clicking on File accesses only the Exit option. From the Curriculum Management or Evaluation Management window, clicking on File also accesses the Select option. This allows you to select and work with another course without exiting the Curriculum or Evaluation module.

4.2.2.2 Icon Bar

The MCAIMS main window displays six function icons, depicted in Figure 4-08 and described below. When your cursor rests on any of the icons in the MCAIMS main window, a rectangular bubble appears beneath the icon to identify it. To select a function, click on the appropriate icon. From the System Administration, Curriculum, Evaluation, or Student window, the icons displayed are Exit, Main Menu, and About.



Figure 4-08. MCAIMS Icon Bar



Click the door icon to exit MCAIMS. To avoid potential problems, do not attempt to exit by clicking on the box with an "x" in the upper right corner of the screen.



Click the toolbox icon to open the System Administration window.



Click the book icon to open the Select a Course dialog box. After selecting a course, the Curriculum window opens.



Click the magnifying glass icon to open the Select a Course dialog box. After selecting a course, the Evaluation window opens.



Click the graduation cap icon to open the Select a Course dialog box. After selecting a course, the Student window opens.



Click the question mark icon to open the About dialog box. Each module, including the main menu, is listed along with its version. Click the **Release Info** button to access the most current information about each module in a Windows HTML Help file format.



Click the Main Menu icon to return to the Main Menu from any module. This is necessary to select another module.

4.2.3 Dialog Box

Windows are typically layered as a result of making menu selections or clicking on command buttons. In MCAIMS, a primary window often contains a smaller window called a dialog box. A dialog box (Figure 4-09) is a window that gathers information from the user. In addition to text fields where you enter data, the dialog boxes may contain other types of fields where you make selections (e.g., drop-down lists, check boxes, or option (radio) buttons). After you enter or select data, you must choose a command button to carry out the desired command (e.g., Save).

Figure 4-09. Sample Dialog Box

4.2.4 Selection List Box

In MCAIMS, a primary window often contains a smaller window called a selection list box. A selection list box (Figure 4-10) displays a list of options. If there are more choices than can fit in the box, scroll bars are provided so you can move through the list. Once an item in a field is selected, it appears highlighted, making it the focal point for future action. After selecting an item from the list, choose the desired command button (e.g., Edit, Delete).

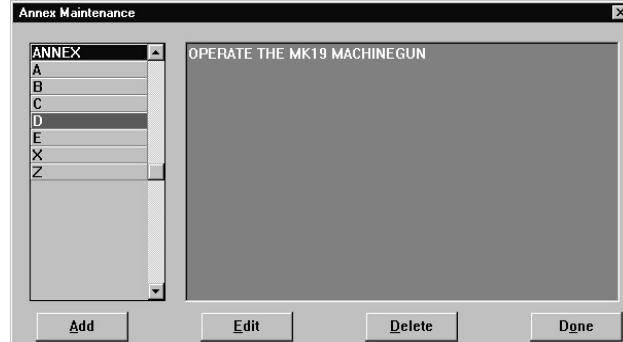


Figure 4-10. Sample Selection List Box

4.2.5 Memo Text Box

In MCAIMS, a primary window often contains a smaller window called a memo text box. This box is similar to a dialog box in that user input is required. It also resembles a limited word processor. The memo text box allows you to enter and maintain pertinent information. When you encounter a text box, such as the one depicted in Figure 4-11, keep the following basic guidelines in mind:

- Each text box is identified in the Title Bar.
- If a text box has a button entitled **Delete**, pressing it will delete all of the text entered. A message appears to confirm your decision. If a text box does not have a delete button, the entry of text is MANDATORY and the text may not be deleted. It may, however, be edited later.
- When you have only viewed the contents of a text box that was previously completed, click on the **Exit w/o Save** button to clear the screen if you have not changed any of the text. Clicking on the **Save** button when nothing has been edited or deleted may implement additional functions.
- Memo text boxes allow the use of the [Enter] or [Return] keys. Press [Enter] or [Return] only at the end of each paragraph, not each line. Within a paragraph, all text will automatically word wrap.
- Memo text boxes allow the use of the [Ctrl] [Tab] keys to insert four spaces at the cursor. This feature is useful in establishing the starting point for paragraphs. (Note that each time [Ctrl] [Tab] is pressed, the cursor moves four spaces to the right. Although the effect is the same, this is not like an indent or a tab in a normal word processor.)

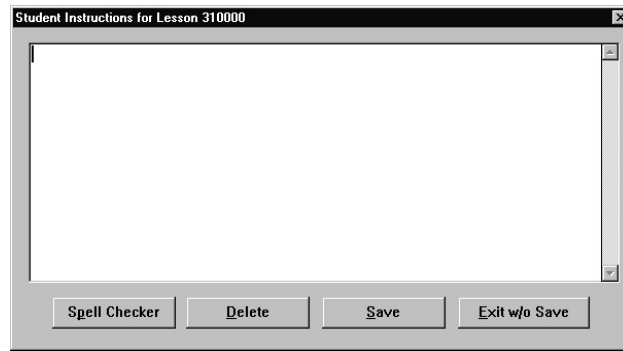


Figure 4-11. Sample Memo Text Box

4.2.6 Message Box

A message box (Figure 4-12) is a window that displays information, warnings, or messages about a particular situation or condition. You must respond to the information in these pop-up boxes, usually by clicking on **OK**, **Yes**, or **No**.

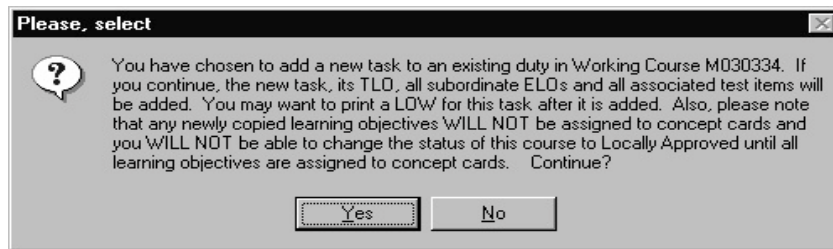


Figure 4-12. Sample Message Box

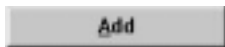



4.2.7 Field-to-Field Progression

Pressing the [Tab] key will move the cursor from one field to another in descending order. Pressing the [Shift] [Tab] keys will move the cursor from one field to another in ascending order. You can also use the mouse to move the cursor from field to field.

4.2.8 Command Button

A command button gives instructions or commands to the system to complete an action. To execute a command button, you may press [Tab] to select the command button followed by [Enter] to activate it, use the mouse pointer and click on the command button, or press the [Alt] key and the underlined letter on the desired command button. In most cases, the command button provides access to secondary windows. The Help File explains specific command buttons.

Following are common command buttons recurring in MCAIMS:

	Creates a new item or record.
	Edits an item or a record.
	Deletes an item or a record.
	Checks spelling of the information in certain fields.

Save	Saves information and exits to prior level.
Exit w/o Save	Exits to prior level without saving any changes made.
Done	Exits current screen and returns you to prior level.
Select	Highlights a record for manipulation.
Select and Save	Highlights desired record(s) for speedy manipulation using the multiple select feature.
Quit	Exits current screen and returns you to prior level without making any changes.

As you click on a command button, it is highlighted.

4.2.9 Shaded Menu Items and Command Buttons

A shaded (gray) menu item or command button means that the function is unavailable under the current circumstances. For example, the CDD for Submission and POI for Submission menu options are shaded under the Reports and POI Report menus in the Working and Locally Approved status. However, they can be accessed in the Submitted status. In addition, the **Add**, **Edit**, and **Delete** buttons are shaded gray under most menu options in the Submitted status.

4.2.10 Radio Button

A radio button (Figure 4-13) is an option button that allows the selection of only one answer, just as a radio is either on or off. The selected option contains a black dot. To change your selection, click on another option. Since you can select only one option, the previous option will no longer be highlighted.

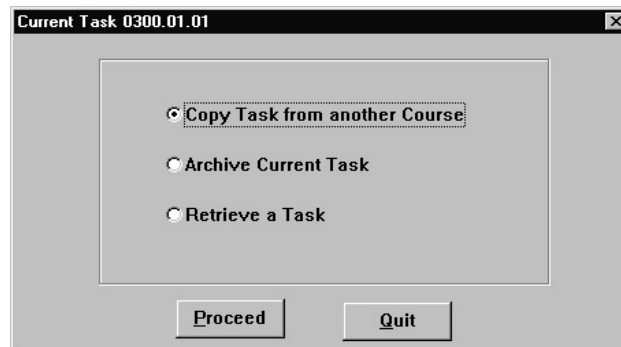


Figure 4-13. Sample Radio Button

4.2.11 Hot Keys

There are no function keys in the MCAIMS System; however, there are hot keys. These are shortcut keys using a combination of the [Alt] key and the underlined letter on the desired command button. This is a shortcut method to initiate a command button rather than clicking on the command button with the mouse pointer. Whenever you see a command button with a label that contains an underlined letter, you can use this shortcut method. The following are examples:

- [Alt][A] - **A**dd

- [Alt][E] - Edit
- [Alt][D] - Delete
- [Alt][P] - Spell Checker
- [Alt][Q] - Quit
- [Alt][X] - Exit w/o Save

4.2.12 Default Method and Media Codes

For convenience in maintaining consistency, default method and media codes have been incorporated in the Method and Media Tables under Curriculum. Check marks appear to the left of default methods and media (as in Figure 4-14). A check mark indicates that this is a default entry and, therefore, cannot be edited (except for adding ratios to method codes) and cannot be deleted. You may, however, edit or delete any method or medium that you add to these tables.

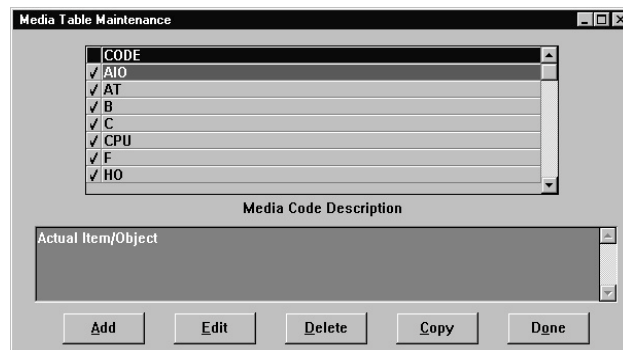


Figure 4-14. Example of Default Code

4.2.13 Multiple Select Feature

This feature has been incorporated wherever feasible because it allows you to perform a specific action on several selected items. The system allows you to select multiple items (e.g., references, learning objectives) in a selection list box to copy or to delete just by double-clicking on each item (Figure 4-15). The designator for the selected item turns yellow.

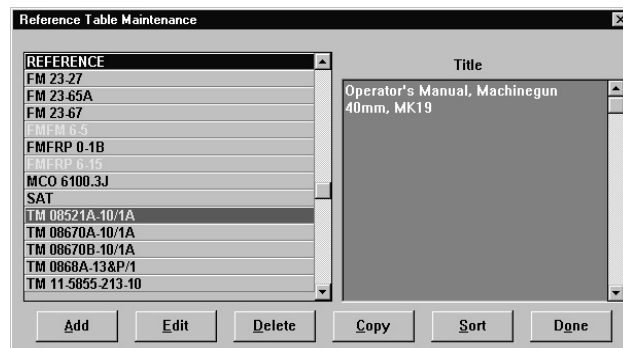


Figure 4-15. Example of Multiple Select Feature

In some selection list boxes, you may select multiple items by clicking on the right mouse button to bring up a menu (Figure 4-16). Then use the left button to select the appropriate option on the menu (e.g.,

Select All). Note that the menu selections offered depend on the functions involved.

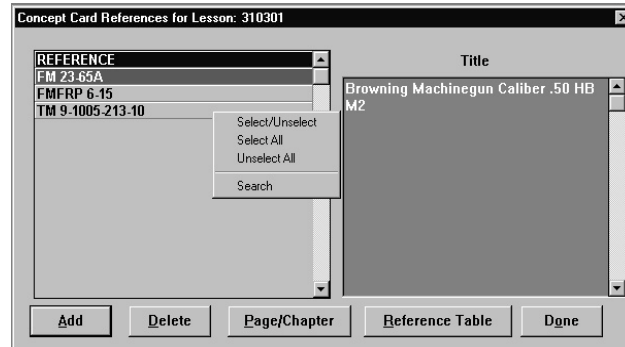


Figure 4-16. Example of Multiple Select Using Right Click Feature

4.2.14 Other Uses for Right-Click Feature

Click on the right mouse button within a field on a dialog box or a memo text box. A drop-down menu with these options appears: Undo, Cut, Copy, Paste, Delete, Print, Select All (Figure 4-17). Click on the appropriate feature. When a field in a dialog box has a gray background with white text, the only options available are Copy, Print, and Select All.

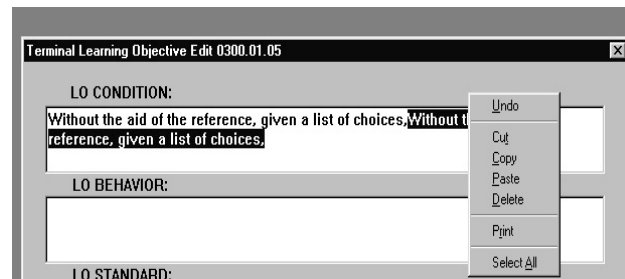


Figure 4-17. Example of Right Click Feature With Menu Options

You can quickly locate specific tasks, learning objectives, or concept cards, without having to scroll through long lists in the selection list boxes for these functions. Just right-click the mouse and type in the designator for the desired task, learning objective, or concept card in the Search box (Figure 4-18). The system quickly finds the desired element in the list.



Figure 4-18. Example of Right Click Feature To Perform Search

4.2.15 Tips and Tricks

The following paragraphs address problems and operational issues users commonly encounter when running MCAIMS.

4.2.15.1 Location of System Data Files

Sometimes MCAIMS cannot locate the system data files. This typically occurs after an initial installation of MCAIMS in a client-server configuration where the data is not co-located with the application. If MCAIMS cannot locate the system data files, you will receive a message and be prompted to identify where the correct database is located. Search for the System folder. Once you locate the System folder, click on MCAIMS.dbf, and click on **Open** (Figure 4-19). Then the Security dialog box (Figure 4-01) opens. Note that MCAIMS will now write the correct location in the MCAIMS.ini file and you will not have this problem the next time you access MCAIMS.

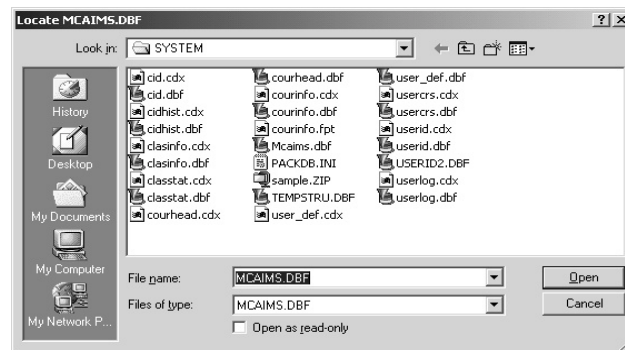


Figure 4-19. Locate MCAIMS DBF

4.2.15.2 Missing Databases

MCAIMS performs a critical file check the first time each module (MCAIMS Main module, System Administration, Curriculum Management, Evaluation Management, Student Management) is accessed, every time the software is used. In addition to database files (dbf), the critical check includes additional types of files in the root directory of the MCAIMS installation (i.e., dll, txt, tlx, bmp, clx, hlp, and chm).

Occasionally when you attempt to execute MCAIMS, you may receive a list of missing files instead of the logon screen. Usually, this means that you are not logged on to the network or do not have access to the designated network drive where the data is located on the server. If you receive the same message after ensuring you are logged on to your network and have access to the correct drive, contact your MCAIMS Support Representative for assistance in obtaining the missing files.

4.2.15.3 MCAIMS Is Running Slow

Users with their MCAIMS data located on a remotely located server or another user's PC in the case of a peer-to-peer network may experience sluggish performance from time to time. This problem is an indication of high volume of traffic over the network. To verify the cause of the problem, try copying several large files from your PC to the shared network drive where the MCAMIS data resides. Failure of the copy process indicates an inability to maintain connectivity with the network server. Check with your ISC or network support staff for a possible solution. Connectivity problems are usually short term and "trying again later" may be the best solution, especially if you require memory intensive processes such as archiving data, creating large reports, packing and indexing databases, scoring tests with a scanner, or calculations GPAs and class standings. Your ISC may be able to suggest non-peak hours (based on historical records) for using the network effectively.

4.2.15.4 Optimum and Safe Performance

The MCAIMS software was developed to optimize and protect valuable resources, namely your time and work. To use the system effectively, please make a habit of the two operations summarized below.

1. Perform pack-and-index routinely, especially when large amounts of data are being entered, deleted, or changed. The MCAIMS System Administrator may schedule a recurring Pack-and-Index, which includes a system backup. Refer to Paragraph 5.3.1 and then to your MCAIMS Support Representative if you require further guidance.
2. Perform system backup frequently, especially during times when large amounts of data are being entered or changed (Paragraph 5.3.3). Backups are created to allow restoration of data should the original source become unavailable such as the crashing of a server or loss of a hard disk. Therefore, backups of MCAIMS should be moved to either a diskette or to another PC or server. The MCAIMS System Administrator is the only user allowed to create a full MCAIMS backup. Communicate with your MCAIMS System Administrator to ensure that your data is protected.

4.2.15.5 Message about Maintenance Being Done

Occasionally in the process of performing a pack-and-index function, you may receive a low memory message and the system closes down. Upon attempting to re-enter the system, you receive a recurrent message that maintenance is being done. If the message continues indefinitely, look under the system file and delete a file called packindex.txt. Then re-enter the system and attempt to perform a pack-and-index.

4.2.15.6 Message about Missing Metafile

When attempting to print a report in MCAIMS, you may receive an error stating that MCAIMS cannot find a Metafile. This error is generated for various reasons when your PC environment cannot access a *Windows Temp* directory. MCAIMS, as well as numerous other *Windows*-based programs, uses the *Windows*-defined Temp environment to create and store files temporarily. Files temporarily written to the Temp directory, such as those used in creating a report, are subsequently deleted after being used to perform their designated function.

Sometimes the TEMP directory is too full, even though *Windows* is supposed to delete the files after they have served their purpose. The existing files may be residual to a previous software installation or remain as a result of a PC locking up and not completing its file maintenance functions. After ensuring that all open documents are saved and all applications are closed, you may delete all unnecessary folders/files located in the *Windows*-designated Temp directory. It may be necessary to reboot your PC in order to delete all of the folders and files from your *Windows*-designated Temp directory. Then try again to print your report in MCAIMS. There should be sufficient space for the program to execute.

MCAIMS requires that a user have full Read, Write, and Delete access to the Temp directory. Sometimes a Metafile error is generated when your PC environment does not have a *Windows Temp* directory defined or when you do not have adequate access to the Temp directory. This normally occurs when the network support staff has established access restrictions to preclude users from installing new software on their PCs. A possible solution that may be implemented for *Windows NT* and *Windows 2000* is to edit

the Autoexec.nt file normally located in c:\winnt\system\ directory and to place an entry at the bottom of the file to establish the Temp directory. For example, if MCAIMS were installed on your PC at c:\mcwin\, then the entry in the Autoexec.nt file would be "set temp=c:\mcwin\temp." Be aware that making such a modification will designate that directory for ALL applications that use the *Windows* Temp directory. Please coordinate changes to the configuration of your PC with qualified network support staff.

Note that when MCAIMS is installed, a temporary directory named 19MTI49 is created on drive C (i.e., C:\19MTI49\). This directory is created to preclude problems associated with the installation of MCAIMS when a user does NOT have full Read, Write, and Delete access to the *Windows* designated Temp directory. After the successful installation of MCAIMS, the user may safely delete the directory if it has not already been deleted. If you are experiencing difficulty installing MCAIMS, please contact your network support staff.

4.2.15.7 Message about Missing Printer

When MCAIMS is installed, the system immediately looks for the attachment of a default printer. If MCAIMS does not find a printer, you receive a message: "MCAIMS has not detected the presence of a default printer. Unless you install a printer under Windows, MCAIMS reports cannot be generated." The system will abort if you attempt to print a report before installing a printer. Simply install a printer and MCAIMS will work correctly.

4.2.15.8 Produce PDF Document

There may be circumstances where you want to print a report in Adobe .pdf format. For example, you may want to send a copy of a report as an email attachment to a coworker. MCAIMS produces reports using the latest information in the database. Before opening MCAIMS, change your default printer to Acrobat Distiller under the **Start** button, Settings, Printers menu options. Then when you choose to print a report, it will be produced as a PDF document. Do not forget to change your default printer selection back to your original section to resume normal printing.

4.2.15.9 Saving MCAIMS Reports to a Text File

Only a few reports produced by MCAIMS have been established with the option for saving as text files. Such reports include GPA/Class Standings under Evaluation Management and Class Input, GPA/Class Standings, Student Data Export, and Diploma under Student Management. Nevertheless, you can still save any other report as a text file, utilizing a feature of the *Windows* environment. However, when you use this feature, you will lose most formatting established for the report under MCAIMS. Using this feature works well on simple or column-type reports that are designed to be output in portrait orientation. Using this feature does not work well on highly formatted reports, those with condensed fonts, and those written for landscape orientation.

In order to save reports as text files, there are only two steps. You must first set up a Generic Text printer under Windows (Step 1, described below). Note that if you are using *Windows NT* or *Windows 2000*, you may need Administrator's privileges to add a printer. To execute the *Windows* feature, which you may perform on an intermittent, as-needed basis, refer to Step 2.

The following instructions apply to a *Windows NT* workstation. Note that the process is very similar for *Windows 98* or *Windows 2000 Professional*.

1. Set up the Generic Text printer under *Windows*.
 - a. Before starting MCAIMS, select Settings and Printers from the Start button on your PC.
 - b. Double-click on the Add Printer icon.
 - c. When given a choice between My Computer and Network Printer Server, choose My Computer.
 - d. At the next screen, choose the last option named FILE. Do not choose to Add Port or to Configure Port.
 - e. At the next screen, when prompted to choose a printer manufacturer, select Generic. For the Printer, select Generic/Text Only.
 - f. Do not choose to use this printer as your default.
 - g. It is not necessary to print a test page.
2. Execute the *Windows* feature for printing appropriate MCAIMS reports to a text file.
 - a. Before starting MCAIMS, set the Generic Text printer as your default.
 - (1) Select Settings and Printers from the **Start** button on your PC.
 - (2) Click on the Generic Text printer icon.
 - (3) Under File, click on the Set as Default option. A checkmark appears beside the option.
 - b. Start MCAIMS and choose to print your report.
 - c. When the print preview appears on your screen, click on the printer icon. You will receive a dialog box asking you to name the file.
 - d. Name the file. Include the full path where you want the text file written and the file extension name "txt" (e.g., c:\mcaims\eval\pft-prelim.txt).
 - e. Click **OK**. The text file is saved.
 - f. Click the Exit icon to return to the menu bar for the selected module (e.g., Curriculum Management, Evaluation Management, or Student Management).
 - g. After you exit MCAIMS, be sure to reset the default printer in order to print your reports in the normal manner.

4.2.15.10 Using SPSS Software

MCAIMS data can be used with SPSS software (formerly known as Statistical Package for Social Sciences) to provide statistics and unique comparisons. In order to extract MCAIMS data, the file structure of a MCAIMS database must be edited because SPSS will NOT open a MCAIMS database whose structure contains fields defined as "Memo." MCAIMS databases containing Memo fields (e.g., Studinfo.dbf) have a corresponding file with the same name, but with an extension of fpt (e.g., Studinfo.fpt). If you must use such a database with SPSS, first make a copy of both the MCAIMS database file and its

corresponding file with the fpt extension and move the two files to a unique location. Then you have two choices: (1) open the database file with Microsoft Access or (2) open the database file with Excel.

If you open the database file with Microsoft Access, edit the file structure to remove the fields defined as "Memo." After removing the Memo fields and saving the database, the database may then be opened by SPSS.

If you wish to use the database file with Excel, simply open the database file with Excel and immediately save the file as an Excel file. Such files may then be used with SPSS. Note that Excel may change the characteristics of the various fields of information. Be sure to carefully review each database field before attempting to use the file with SPSS. Refer to Appendix B of the MCAIMS 32 User's Manual, which identifies the characteristics of each field in MCAIMS.

CAUTION: NEVER open a MCAIMS database from the same location used by MCAIMS. ALWAYS make a copy of the database you want to use with SPSS. NEVER place a MCAIMS database that has been used with SPSS or any other third party tool back into the live environment where it may be used by MCAIMS. Failure to follow these precautions may result in MCAIMS program failures, for which there may NOT be technical support or a means of recovery.

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